



NEW ORLEANS

BAPTIST THEOLOGICAL SEMINARY

ANSWERING GOD'S CALL



Introductions

- Your name
- Program (Graduate or Leavell College)
- Desired area of study/concentration
- Current ministry engagement
- Family, work, life, etc.



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Welcome to BHM Orientation

At the conclusion of this presentation, you will:

1. Be familiar with the NOBTS Mission Statement and Core Values
2. Have access to important NOBTS/BHM phone numbers and emergency cell numbers
3. Be able to locate and navigate the NOBTS website
4. Know BHM's key people and their contact information
5. Know how to get textbooks
6. Be eligible to register for classes
7. Be introduced to the BHM library and have log-in information for conducting Ebscohost Peer Review research

Continued ...

More on BHM Orientation

- Know how to get an BHM identification badge and an NOBTS identification card
- Know what the Write Stuff initiative can do for you
- Be familiar with how to access SelfServe and Blackboard
- Know how to Drop, Add and Withdraw from classes
- Be introduced to Student Handbook (including info on plagiarism and the grievance process)



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MISSION

**We exist to equip leaders to fulfill
the Great Commission and
the Great Commandments
through the local church and its ministries.**

Thank you for joining with us to accomplish this mission!



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CORE VALUES

Doctrinal Integrity

Spiritual Vitality

Mission Focus

Characteristic Excellence

Servant Leadership



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IMPORTANT NUMBERS

General Numbers

~NOBTS Main Campus: (504) 282-4455

~NOBTS Birmingham Campus: (205) 313-7800

Cell Numbers

~Dr. Ron Pate(cell): (205) 516-4535 (preferred)



NEW ORLEANS

BAPTIST THEOLOGICAL SEMINARY

NAVIGATING nobts.edu

- Home page
- Registrar's pages (LC & Graduate)
- Extension Centers
- Writing Center
- Student Services



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www.nobts.edu

The image shows a browser window displaying the website for New Orleans Baptist Theological Seminary. The browser's address bar shows the URL www.nobts.edu. The website header includes the seminary's logo, navigation links for [ABOUT](#), [ACADEMICS & ADMISSIONS](#), [SEMINARY LIFE](#), and [ALUMNI & FRIENDS](#), along with a search icon and an [APPLY](#) button. In the top right corner, there are links for [Blackboard](#), [Self-serve](#), and a [GIVE](#) button. The main content area features a video player with a background image of two men sitting at a table in a library. The man on the left is wearing a grey suit, a green shirt, a tie, and a brown hat. The man on the right is wearing an orange polo shirt. A black mug with the 'NOBTS' logo is on the table. The video title is **EQUIPPING LEADERS TO ANSWER GOD'S CALL**.

Academics: Registrar

The screenshot shows a web browser window with the URL www.nobts.edu/registrar/default.html. The page features a dark blue header with the NOBTS logo and navigation links: ABOUT, ACADEMICS & ADMISSIONS, SEMINARY LIFE, ALUMNI & FRIENDS, a search icon, and an APPLY button. Below the header is a banner image of graduates in caps and gowns with the word "REGISTRAR" overlaid in white. The main content area has a left sidebar with a yellow "Registrar" header and links to "Welcome from the Registrar", "Admissions", "Student Request Forms", "Apply for Graduation", "Register For Classes", and "Transcript Request". The main text area contains the heading "IT'S OUR JOB TO GET YOU IN A CAP & GOWN" followed by a paragraph: "Graduate students at NOBTS are responsible for knowing the academic policies and registration deadlines as stated in the **GRADUATE CATALOG** 'Admissions & Academic Policies' section and the **GRADUATE COURSE SCHEDULES**. If you have any questions about cataloged policies please feel free to e-mail registrarsadmin@nobts.edu". Below this is a section titled "REGISTRAR LINKS" with a horizontal line and a small yellow square marker.

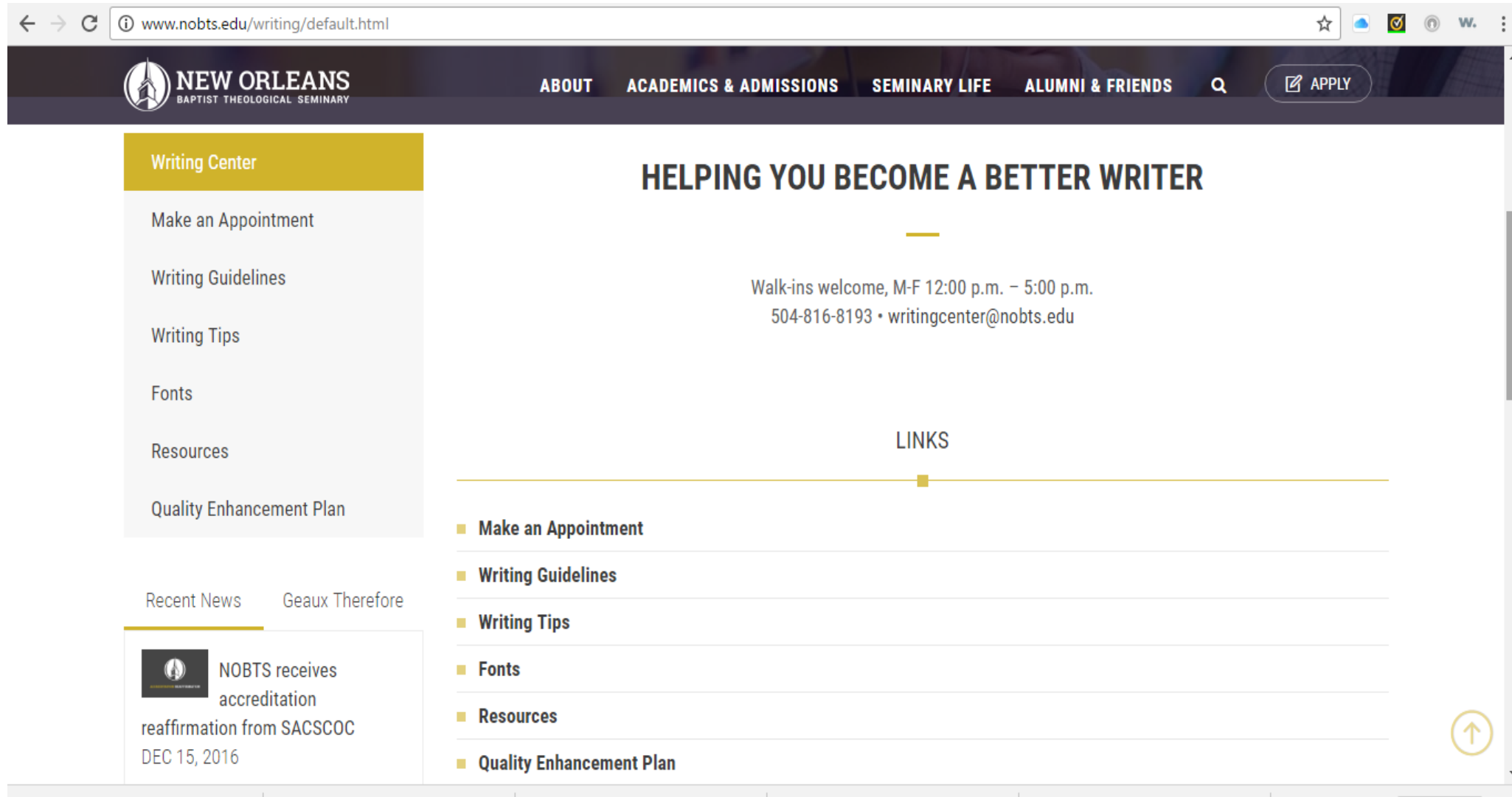
Extension Center Link

The screenshot shows the website for New Orleans Baptist Theological Seminary. The browser address bar displays www.nobts.edu. The navigation menu includes **ABOUT**, **ACADEMICS & ADMISSIONS** (highlighted), **SEMINARY LIFE**, and **ALUMNI & FRIENDS**. A search icon and an **APPLY** button are also present. The main content area features a dark purple sidebar with the following categories:

- CONSIDERING SEMINARY**
 - WHY NOBTS?
 - VISIT THE CAMPUS
 - TUITION & FEES
 - FINANCIAL AID
 - CAMPUS HOUSING
 - APPLY NOW
- ACADEMICS**
 - UNDERGRADUATE DEGREES (LEAVELL COLLEGE)
 - MASTER'S DEGREES
 - PROFESSIONAL DOCTORAL DEGREES (DMIN, DEDMIN)
 - RESEARCH DOCTORAL DEGREES (THM, PHD, DMA, EDD)
 - CATALOGS & COURSE SCHEDULES
 - RESEARCH CENTERS & INSTITUTES
 - FACULTY
- ALTERNATIVE DELIVERY METHODS**
 - ONLINE LEARNING CENTER
 - EXTENSION CENTERS** (highlighted)
 - PHD DELIVERY METHODS
 - MENTORING
- ACADEMIC SERVICES**
 - LEAVELL COLLEGE REGISTRAR'S OFFICE
 - REGISTRAR'S OFFICE
 - LIBRARIES
 - WRITING CENTER
 - BAPTIST COLLEGE PARTNERSHIP
 - CASKEY CENTER FOR CHURCH EXCELLENCE
 - GRADUATE ACADEMIC ADVISING
- KOREAN PROGRAM**
 - 학부 과정
 - 대학원 과정
 - 온라인대학원 과정
 - 목회학 박사 과정

The URL in the browser's address bar is www.nobts.edu/extensions/default.html.

Writing Center



The screenshot shows a web browser window with the URL www.nobts.edu/writing/default.html. The page features a dark blue header with the NOBTS logo and navigation links: ABOUT, ACADEMICS & ADMISSIONS, SEMINARY LIFE, ALUMNI & FRIENDS, a search icon, and an APPLY button. A yellow sidebar on the left contains a 'Writing Center' menu with links to 'Make an Appointment', 'Writing Guidelines', 'Writing Tips', 'Fonts', 'Resources', and 'Quality Enhancement Plan'. The main content area has a yellow header 'HELPING YOU BECOME A BETTER WRITER' followed by contact information: 'Walk-ins welcome, M-F 12:00 p.m. – 5:00 p.m.', '504-816-8193 • writingcenter@nobts.edu'. Below this is a 'LINKS' section with a list of the same menu items. A 'Recent News' section shows a news item about accreditation reaffirmation from SACSCOC on Dec 15, 2016. A 'Geaux Therefore' link is also present. A yellow 'up' arrow icon is in the bottom right corner.

www.nobts.edu/writing/default.html


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ABOUT ACADEMICS & ADMISSIONS SEMINARY LIFE ALUMNI & FRIENDS APPLY

Writing Center

- Make an Appointment
- Writing Guidelines
- Writing Tips
- Fonts
- Resources
- Quality Enhancement Plan

Recent News [Geaux Therefore](#)


 NOBTS receives accreditation reaffirmation from SACSCOC
DEC 15, 2016

HELPING YOU BECOME A BETTER WRITER

Walk-ins welcome, M-F 12:00 p.m. – 5:00 p.m.
504-816-8193 • writingcenter@nobts.edu

LINKS

- Make an Appointment
- Writing Guidelines
- Writing Tips
- Fonts
- Resources
- Quality Enhancement Plan



Student Services

The screenshot shows a web browser window with the URL www.nobts.edu/default.html. The page features a dark header with the seminary's logo and navigation links: ABOUT, ACADEMICS & ADMISSIONS, SEMINARY LIFE (highlighted), ALUMNI & FRIENDS, a search icon, and an APPLY button. A GIVE button is also present in the top right. Below the header, a dark purple menu is displayed with four columns of links. The 'STUDENT SERVICES' column is highlighted, and the 'STUDENT HANDBOOK (PDF)' link is selected. A footer at the bottom left shows the URL www.nobts.edu/_resources/pdf/student-services/NOBTSHandbook.pdf.

www.nobts.edu/default.html

Blackboard | Self-serve GIVE

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ABOUT ACADEMICS & ADMISSIONS SEMINARY LIFE ALUMNI & FRIENDS

COMMUNICATION & NEWS

- NEWS
- CHAPEL
- VISION MAGAZINE
- GATEKEEPER
- EVENTS & LIFE
- GEAUX THEREFORE BLOG
- CAMPUS CALENDAR
- OFFICE OF PUBLIC RELATIONS

STUDENT SERVICES

- GRADUATE ACADEMIC ADVISING
- NEW STUDENT ORIENTATION
- STUDENT HANDBOOK (PDF)**
- DEAN OF STUDENTS OFFICE
- CAMPUS HOUSING OFFICE
- FINANCIAL AID OFFICE
- WOMEN OF NOBTS
- PREP
- COUNSELING SERVICES

CAMPUS RESOURCES

- GYM & POOL
- POST OFFICE
- SWAP SHOP
- CAMPUS POLICE
- RESTAURANT GUIDE (PDF)
- CITY GUIDE (PDF)
- MINISTRY GUIDE (PDF)
- CAMPUS GUIDE

AUXILIARY RESOURCES

- MINISTRY EMPLOYMENT
- EARLY LEARNING CENTER
- CHILDREN'S EDUCATION
- HEALTH & FAMILY RESOURCES
- PARKING PERMIT APPLICATION
- REQUEST AN EVENT

www.nobts.edu/_resources/pdf/student-services/NOBTSHandbook.pdf

Using Ebscohost for peer-reviewed search

- **Access**

- Request login and password from Ms Helen hshin@nobts.edu
- The NOBTS website (Library > “EbscoHost and other databases” > “EbscoHost”) or directly to URL

search.ebscohost.com

- **Limit results to peer reviews**

The screenshot displays the Ebscohost Advanced Search interface. At the top, there is a search bar with a dropdown menu set to 'AND' and a 'Select a Field (optional)' dropdown. Below the search bar are links for 'Basic Search', 'Advanced Search', and 'Search History'. The main section is titled 'Search Options' and includes a 'Reset' button. Under 'Search Modes and Expanders', there are radio buttons for 'Boolean/Phrase' (selected), 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. There are also checkboxes for 'Apply equivalent subjects', 'Apply related words', and 'Also search within the full text of the articles'. The 'Limit your results' section has checkboxes for 'Full Text' and 'Scholarly (Peer Reviewed) Journals', both of which are checked. There is a 'Publication' text input field. The 'Published Date' section has dropdown menus for 'Month' and 'Year'. The 'Image Quick View' section has a checkbox and a list of 'Image Quick View Types' including 'Black and White Photograph', 'Color Photograph', 'Graph', 'Map', 'Chart', 'Diagram', and 'Illustration'. The 'Special limiters for ATLA Religion Database with ATLASerials' section has checkboxes for 'Abstract Available' and 'Open Access', and input fields for 'Year Published' and 'Language'. The 'Publication Type' dropdown is set to 'All' and the 'Genre' dropdown is also set to 'All'.

Student ID

- NOBTS I.D. Card
 - You may acquire a student identification card which will allow you access to the main campus as well as student discounts and the Samford Library. Either ...
 - Visit the Dean of Students Office at New Orleans campus OR
 - Email BHAdmin@nobts.edu with photo and required information OR
 - We will take your picture and information tonight/class days



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Key People To Know

Name	Position	Email	Phone Number
Dr. Peter Kendrick	Associate Regional Dean AL/GA and Director of NGA Center Professor of Theology & Culture	pkendrick@nobts.edu	770-321-1606 Press 1
Dr Judi Jackson	Director of Student Services	jjackson@nobts.edu	770-321-1606 Press 5
Dr. Jong Gil Lee	Director of Korean D. Min. Program Assistant Professor of Expository Preaching	jglee@nobts.edu	770-321-1606 Press 8
Dr. Bong Soo Choi	Director of the Korean Theological Institute (KTI) Professor of New Testament and Greek	bchoi@nobts.edu	678-533-7466

Dr Robert Wilson	Undergraduate Services, Leavell College Certificate Center Director	NGAadminassist @nobts.edu	770-321-1606 Press 2
Mike Pattillo	NGA Business Manager	NGAbusiness@nobts.edu	770-321-1606 Press 4
Helen Shin	NGA Extension Center Librarian	hshin@nobts.edu	770-321-1606 Press 7
Paul Chung	NGA IT Technician	NGAtech@nobts.edu	770-321-1606
Soyoen Park	Admin Assistant for Korean D.Min Program	kadmin@nobts.edu	770-321-1606 Press 8
Ae Rhan Lee	NGA Administrative Assistant	NGAadmin@nobts.edu	770-321-1606 Press 0
Junglim Lee	Admin Assistant for Korean Theological Institute (KTI)	KTI@nobts.edu	678-533-7465

Frequently Asked Questions

WHAT ABOUT GETTING TEXTBOOKS FOR CLASSES?

- Students are responsible for obtaining textbooks before classes begin. Go to www.nobts.edu, scroll down and click on the circle for Extension Centers, click on BHM Center Campus, click on the link to the BHM Resources, and then click on Textbooks. Select BHM graduate textbooks or BHM undergraduate textbooks.
- When you click on any textbook under any course, you will be linked immediately to amazon.com where you can begin a cart for textbook purchases.

HOW DO I REGISTER FOR CLASSES?

- **IT ALL HAPPENS ONLINE!**
- Go to the NOBTS website (www.nobts.edu) and log into your Self-Serve account. Locate classes by the delivery system (**hybrid, traditional, online, workshop, Saturday, etc.**).
- Each delivery system has a different tuition rate; therefore, registration must occur through separate registration windows.
- You may register online following this orientation session or register online at home.

- A tutorial video for registration is located here: <https://www.youtube.com/watch?v=DDHozcWmn7M>
- Paper tutorial for printing <https://selfserve.nobts.edu/registration/NOBTSRegistrationProcedures.pdf>
- Failure to register and pay by the Final Day for Tuition Payment will cost you a **\$110 late registration fee**. If you need assistance with Self-Serve, you may contact selfserve@nobts.edu or call 504-282-4455 x8180.
- **Self-Serve** (Use this link to registrar for classes, view student financial information, and view posted grades and/or unofficial transcript). <https://selfserve.nobts.edu>

HOW DO I PAY FOR CLASSES AND WHEN IS THE MONEY DUE?

- To complete your registration, you must make arrangements to cover the entire tuition cost by the Final Day for Tuition Payment. You may pay by check, credit card, or through the **Official Payments**, the deferred payment provider NOBTS uses for students' monthly tuition payment plans. <https://payplan.officialpayments.com/> (you will be directed to another website - follow the directions - you will set up a new account and password - there will be a fee to set up the account).
- Your payment is due in the New Orleans Business Office by **4:00 pm (CST) on the Final Day for Tuition Payment**. Failure to pay your full tuition or establish an Official Payments agreement (or other guarantee letter) by the Final Day for Tuition Payment will result in a **\$110 late payment fee**.

WHAT DO I NEED TO DO IF I DECIDE TO DROP A CLASS?

- The option to drop/add a course is **only** open without financial tuition penalty during the *Drop/Add* period for semester-long traditional and bi-weekly courses. ***February 3, 2017***
- Thursday, Friday, and Saturday (4-meeting hybrid courses) can be dropped **before** the second class meeting. ***Week of February 13****

**Weekend music classes should be dropped before first weekend of class.*

GRADUATE DROP/ADD FORM AVAILABLE ONLINE

- The cost to drop/add a course during this period is \$20 per drop and \$10 per course addition.
- Go to www.nobts.edu
- Under “Academics”
- Locate “Registrar Office”
- Select “Student Request Forms”

<http://www.nobts.edu/registrar/student-request-forms.html>

HOW DO I WITHDRAW FROM A COURSE AFTER DROP/ADD DEADLINE?

- After the Drop/Add period, you can withdraw from a course for a **\$50 withdrawal fee**, and receive a pro-rated refund of tuition.
- If the class withdrawal takes place from the third week through the fourth week, the student may receive a refund of two-thirds tuition minus a **\$50 class withdrawal fee** per course.
- If the student withdraws from the beginning of the fifth week through mid-term (Fall Break or Spring Break), the student may request refund for half of the class tuition, minus a **\$50 class withdrawal fee** per course.

- You may withdraw from a course as late as May 1 or Dec 1 of a semester and receive 1/3 tuition refund, minus \$50 withdrawal fee.
- If you have paid through the Tuition Payment Plan program, you will be held liable for repaying those funds.
- Students earn a grade of WP (withdraw passing) or WF (withdraw failing) from the course professor based on your completion of course work. After May 1 or Dec 1, you may not withdraw from a course.

WHAT IF I HAVE TO WITHDRAW FROM SCHOOL COMPLETELY?

- To withdraw from NOBTS, log onto the NOBTS.edu website and hover over “Academics” in top menu bar in purple.
- Click on “Registrar’s Office” in dropdown menu.
- Then click on Student Request Forms/Complete Withdraw. Fill out the form.
- Please refer to the current NOBTS catalog for withdraw policies and current fees. You will receive a prorated refund (less the \$100 withdrawal fee), and withdrawal must be completed by May 1 or Dec 1. In the case of emergency, an EW (Emergency Withdrawal) can be requested.

IMPORTANT REMINDER

ABOUT ALL SCHOOL DOCUMENTATION

- **Keep a copy of everything you turn in, mail or e-mail to NOBTS faculty, staff or offices** – assignments, papers, administrative documents, request forms, etc.
- If something gets lost in the physical mail or cyberspace, you can send the appropriate faculty or staff another copy.
- Document your correspondence with all parties!

REGISTRATION TIPS & TRICKS

Register TODAY . . .

Pay by January 20, 2017 at 4pm/central!

In order to register for the Spring semester,
you will need to login to SelfServe.NOBTS.EDU.

Will I have to register in more than one place?

- If you plan on taking an online course, you will need to register in the **2017/ Spring Internet** period.
- If you plan on taking a hybrid course, you will need to register in the **2017/ Spring Hybrid Class** period.
- If you plan on taking a traditional semester course, you will need to register in the **2017/ Spring Term**.

What if I do not see the Year/Term period I want to register for?

The Year/Term might not be open for registration at that time. Consult the [Academic calendar](#) for the appropriate registration dates or contact the Registrar's or Leavell College Office for clarification.

[How to see which courses are offered this Spring]

www.nobts.edu

- Academics & Admissions
 - Catalogs & Course Schedules
 - Undergraduate Course Schedules
 - Graduate Course Schedules



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Forgot your username or password?

If you have forgotten your user name and/or password to SelfServe OR are having trouble logging in, email SelfServe@nobts.edu for assistance.

Are you having trouble registering?

A demo of the registration process is available on YouTube at <https://www.youtube.com/watch?v=DDHozcWmn7M>.

Go here to view screen shots with instructions on the steps to complete registration for Spring 2017 in addition to a list of frequently-asked questions and answers regarding the registration process.

Important Dates to Remember

Register TODAY – Last day of online registration January 20

Pay by January 20, 2017 at 4pm CST

Communicate any NOBTS issues to your Regional Dean first!

E-mail Dr. Kendrick pkendrick@nobts.edu
and CC: Ms Ae Rhan Lee NGAadmin@nobts.edu

If issue is not resolved by e-mail or phone call,
then arrange a meeting with Dr. Kendrick
to have further discussion.



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CONTACT INFORMATION FOR BHM OFFICES

NOBTS BHM Extension Center
The Church at Brook Hills
3145 Brook Highland Parkway
Birmingham, AL 35242

205.313.7800 (phone)

205.516.4535 (Director)



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STAY or LEAVE

- **STAY** – if you need assistance registering for a class or additional orientation to Blackboard and SelfServe
- **LEAVE** – if you do not need additional assistance



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